

6 MARCH 2002



Personnel

**TEAM FAIRCHILD QUARTERLY AND
ANNUAL AWARDS RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 92 ARW/CCEA (MSgt Riff)

Certified by: 92 ARW/CC
(Colonel Randal D. Fullhart)

Supersedes FAIRCHILD AFB Instruction
36-2805, 1 January 2001

Pages: 26
Distribution: F

This instruction establishes guidelines and procedures for 92d Air Refueling Wing and associate unit commanders to identify and provide quarterly and annual recognition to outstanding individuals assigned to their units. The objectives of these programs are to provide recognition, foster morale, incentive, esprit de corps, and instill a positive attitude. This instruction implements AFD 36-28, *Awards and Decorations*, AFI 36-2805, *Special Trophies and Awards*, AMCI 36-2808, *Personnel Awards*, and AMCI 36-2807, *Recognition of Outstanding Airmen*. This instruction does not apply to Air National Guard and United States Air Force Reserve personnel. This instruction requires collection and maintaining information protected by the Privacy Act of 1974.

SUMMARY OF REVISIONS

This instruction supersedes FAFBI 36-2805, 1 January 2001. The changes provide new guidance for quarterly and annual Company Grade Officer nomination package content. It changes the requirements from six categories to three categories, bringing it in line with the Air Force 12 Outstanding Airmen of the Year programs. The scoring criteria for the Company Grade Officer category are changed to reflect the changes to the number of categories. Additionally, the luncheon dates for the first, second and third quarter have been changed to the third Wednesday of the month following the quarter.

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1. General. The success or failure of any recognition program depends on the enthusiasm and personal support provided by commanders and supervisors. The prestige and honor associated with an individual's selection are major contributing factors to this success. Providing or withholding deserved recognition may greatly influence a person in deciding whether to accept an additional service commitment. With high levels of competition and resultant quality selection, this program can be an effective tool for enhancing unit morale and improving long-term retention of needed airmen, NCOs, officers and civilians.

2. Award Categories. The Fairchild Quarterly/Annual Award Program is designed to recognize Fairchild AFB top achievers and performers in each of the following categories.

2.1. Airman (Amn): Enlisted members in the rank of airman basic (AB), airman (Amn), airman first class (A1C), and senior airman (SrA).

2.2. Noncommissioned Officer (NCO): Enlisted members in the rank of staff sergeant (SSgt) and technical sergeant (TSgt).

2.3. Senior Noncommissioned Officer (SNCO): Enlisted members in the rank of master sergeant (MSgt) and senior master sergeant (SMSgt).

2.4. First Sergeant: Enlisted members possessing the 8F000 AFSC, First Sergeant, in the rank of MSgt through CMSgt. NOTE: This is an annual award only.

2.5. Company Grade Officer (CGO): Commissioned officers in the grade of second lieutenant (2LT), first lieutenant (1LT), and captain (Capt).

2.6. Civilian Category One (Civ Cat I), Civilian Program Specialist: Civil Service employees in the pay grade of GS-01 through GS-08 and WG-/WL-01 through 08, and NF-1 through NF-3.

2.7. Civilian Category Two (Civ Cat II), Civilian Program Manager: Civil Service employees in the pay grade of GS-09 through GS-12, WS-01 through WS-12, and WG-/WL-09 and above.

2.8. Civilian Category Three (Civ Cat III), Civilian Senior Program Manager: Civil Service employees in the pay grade GS-/GM-WS-13 and above.

3. Eligibility Criteria for Quarterly Awards:

3.1. Personnel are eligible to compete in the category in which they held a grade for the longest period of time; i.e., if a member was a SrA for 85 days of the quarter and a SSgt for 5 days of the quarter; the member will compete in the Airman category. In cases such as this, please add a note of explanation and attach it to the nomination package.

3.2. Individuals with an open unfavorable information file are ineligible for nomination.

3.3. Individuals in Weight Status Code (WSC) 0, WSC 6, Phase I/WSC 1, Phase I/WSC 2 of the Weight and Body Fat Management Program are ineligible to participate in this program.

4. Eligibility Criteria for Annual Awards:

4.1. All nominees must have six months tenure from date arrived station. If individuals are promoted after winning a respective category, they will compete in the category of award that corresponds to the grade they held for the majority of the award period (i.e., if a SrA wins Jan-Mar quarter and is then promoted to SSgt in May, he or she will compete in the NCO category for the annual competition).

5. Nomination Procedures:

5.1. Airman, NCO, SNCO, CGO, and Civilian of the Quarter and Year:

5.1.1. Quarterly Awards recognition will be managed on a calendar year with the year divided into the following quarters:

First Quarter: January – March

Second Quarter: April – June

Third Quarter: July – September

Fourth Quarter: October – December

5.1.2. Military members' quarterly and annual package flows from individual squadron or unit selection boards, through the group level boards, to the wing board. In the interest of professional development, feedback from board members to nominees on their board performance is strongly encouraged at the squadron, group and wing level.

5.1.3. Each Group and associate unit will convene a board to select a nominee in each category to compete at wing level. For purposes of clarification, groups in the 92 ARW eligible to submit nominees are: 92 OG, 92 LG, 92 SPTG, 92 MDG, and 92 ARW/DS. Associate units geographically assigned to Fairchild Air Force Base who are eligible to submit nominees are: 336 TRG and 2 SS. The JPRA will compete under the 336 TRG and the Area Defense Council will compete under the 92 ARW/DS. Wing-level nominees must compete through the squadron and group selection process.

5.1.4. Civilian packages flow from individual squadron or unit selection boards, through the group level boards, to the wing board.

5.1.5. Nominations will be submitted using a current version of the AF Form 1206, Nomination for Award. Use Formflow/Jet Flow software. The nomination narrative is limited to one, single-spaced typewritten page; front-side only. Using bullet format, prepare the AF Form 1206 using the categories for the appropriate award listed in [Attachment 2](#), [Attachment 3](#) and [Attachment 4](#). Each category must be addressed or the nominee stands the chance of receiving a score of zero for the omitted area. Nominations will be submitted in an original and five copies. Group commanders must sign the AF Form 1206 in the space that appears to the right of their name in the section titled Rank/Name of Unit Commander.

5.1.6. A description covering the specific requirements for accomplishing an AF Form 1206 for the Fairchild AFB Awards Program is provided in [Attachment 2](#), [Attachment 3](#) and [Attachment 4](#). [Attachment 2](#), [Attachment 3](#) and [Attachment 4](#) are examples of entry items for each heading, the example are not all-inclusive and cover common items from the three award categories. This description includes: specific accomplishment categories and their definition, time limitation on accomplishments, and information required to clarify the package. Accomplishments will be based on period of award (i.e., the quarter nominated for or calendar year only).

5.1.7. Submit all nomination packages to the 92d Air Refueling Wing Admin Section (92 ARW/CCEA), award program manager, NLT noon on the established suspense dates (see [Attachment 1](#)).

6. Annual/Twelve Outstanding Airmen of the Year (OAY) Nomination Procedures:

6.1. All procedures and requirements are the same as for quarterly awards (paragraph 5.) with the following exceptions:

6.1.1. Both sides of the AF Form 1206 may be used.

6.1.2. Nomination packages will include: a write-up limited to two, single-spaced typewritten pages, using the front and backsides of the AF Form 1206. Nominations should include specific facts and examples showing that the individuals are exceptional. Achievements should distinguish the airmen from their peers. Nomination should include the areas listed in Attachment 2, citing examples that occurred only during the current calendar year.

6.1.3. Packages will include a biography (see Attachment 9), general information sheet (see Attachment 10), release statement (see Attachment 12), and a report of individual personnel (RIP) (records review) with each individual nomination. CGO and civilian annual awards packages will be formatted IAW AMCI 36-2808. The award period is Jan 01-Dec 31.

6.1.4. Nominees must be assigned to Fairchild AFB at the time of the board to be eligible to compete for the annual awards.

NOTE: If the Team Fairchild annual award winner is from the associate organization, the highest scored 92 ARW nominee in that respective category will represent Team Fairchild during the Twelve Outstanding Airmen of the Year competition.

7. Board Composition and Scoring:

7.1. The 92 ARW Command Chief Master Sergeant or his/her designated representative will serve as the enlisted board chairperson and select board members. The 92 ARW Director of Staff or his/her designated representative will serve as the CGO/civilian board chairperson and select board members. Quarterly and Annual boards will consist of a panel conducting a nomination package only scoring of each nominee in the Airman, NCO and Senior NCO category.

7.2. Enlisted board composition for quarterly and annual boards:

BOARD	PRESIDENT	MEMBERS
AMN	SMSGT	2 SNCOs, 1 TSgt, 1 SSgt
NCO	CMSGT	4 SNCOs
SNCO	CMSGT	4 CMSGTs
First Sergeant	Squadron CC	CCC and 3 SQ/CCs

7.3. The company grade officer board and civilian board will meet as one board. The board will consist of a five to six person panel, one officer/civilian, field grade/GS-11 or higher from each Group, one from the Director of Staff plus one from the associate units. The board president will be on a rotating basis selected within each Group/DS. Boards will be scheduled to convene the day following the date packages are due to 92 ARW/CCEA for the months of April, July, and October. The fourth quarter board will be scheduled as appropriate to the annual awards program instructions provided by higher headquarters.

7.4. The board president conducts and controls the board.

7.4.1. Board president/members will pick up nomination packages from the 92 ARW/CCEA NLT 1400 one-day prior to actual board date. Board members are responsible for pre-scoring the packages prior to the board convening.

7.4.2. The scoring will be annotated on board score sheets (see [Attachment 5](#), [Attachment 6](#) and [Attachment 7](#)). The Amn, NCO, SNCO score sheets will be completed by the board members and returned to 92 ARW/CCC by the board president upon completion of the selection process. The CGO and Civilian score sheets will be completed by the board members and returned to the program manager by the board president upon completion of the selection process. Scores and winners' names are privileged information and should not be revealed prior to the awards luncheon/banquet.

8. First Sergeant of the Year:

8.1. Nomination Procedures: **Each squadron commander of the 92 ARW and our associate units may nominate their respective first sergeant for consideration as the First Sergeant of the Year. The group commander must approve each nomination before the package is forwarded to the 92 ARW/CCC. Nominees must have served in the position of First Sergeant, and have held Special Duty Identifier 8F000 for at least six months of the award period in order to be eligible. The 92 ARW/CCC will convene a records only selection board, which will be composed of the 92 ARW/CCC, and three squadron commander's who do not have a nominee for that particular year.**

NOTE: If the Team Fairchild First Sergeant of the Year is from the associate organization, the highest scored 92 ARW nominee will represent Team Fairchild during the Twelve Outstanding Airmen of the Year competition.

8.1.1. Limit the write-up to two, single-spaced typewritten pages, using the front and back-sides of the AF Form 1206.

8.1.2. Send a biography, limited to one, single-spaced typewritten page (see [Attachment 9](#)) and a General Information Sheet, limited to one, typewritten page (see [Attachment 11](#)).

9. Uniform Requirements: Uniform requirement for the quarterly luncheon is service dress for all military nominees. Suggested dress for civilian nominees is coat and tie, casual-open collar/slacks for civilian attendees. All other military attendees will wear uniform of the day. Uniform requirements for the annual banquet is semi-formal or mess dress for military nominees/attendees, black tie for civilians.

10. Awards Presentation: The winner in each category will receive a plaque accompanied by gifts from sponsors within the base and civilian communities, as appropriate. Winners will be honored at an awards luncheon organized by the First Sergeants Group and hosted by the 92 ARW commander (or designee). The awards ceremony will normally be scheduled for the third Thursday of the month in April, July, and October, with the luncheon on the first Thursday for the month of January due to the Annual Awards ceremony the same month.

11. Program Responsibilities:

11.1. 92 ARW/CC is responsible for ensuring overall compliance with the objectives of this instruction and approves all award winners.

11.2. The 92 ARW Administration Office (CCEA) will :

- 11.2.1. Prepare a base bulletin article announcing the suspense date for submitting quarterly/annual nomination packages.
- 11.2.2. Collect, track, and maintain nomination packages, ensuring completeness and availability of packages.
- 11.2.3. Obtain wing plaques engraved with recipient's rank, name, name of award, and inclusive dates.
- 11.2.4. Fax winner's names to the appropriate on/off-base sponsors.
- 11.2.5. Prepare congratulatory letters for wing CC signature.

11.3. The 92 ARW Director of Staff Office will:

- 11.3.1. Schedule date, time, and place for CGO and civilian boards. Arrange for selection of board members and notify selected members of date, time, and place the boards will convene.
- 11.3.2. Brief board members and answer any procedural questions during the review process.

11.4. The First Sergeants Group will :

- 11.4.1. Ensure the quarterly awards luncheon is scheduled and accomplished.

11.5. The 92 ARW Protocol Office will:

- 11.5.1. Ensure all appropriate civilian Distinguished Visitors (DV), group and squadron commanders, as well as our program sponsors are extended a formal, written invitation to the awards luncheon.
- 11.5.2. Track and account for RSVPs.
- 11.5.3. Inform the First Sergeants Group of civilian DV, group and squadron commanders, and program sponsors attendance.
- 11.5.4. Review and coordinate program script with 92 ARW/CC.
- 11.5.5. Organize seating arrangements for head tables.

11.6. The 92 ARW/CCC will :

- 11.6.1. Assume overall responsibility for managing the quarterly/annual awards program.
- 11.6.2. Provide all base agencies with a Quarterly/Annual Awards schedule that includes nomination package suspenses and proposed luncheon/banquet dates (see [Attachment 1](#)).
- 11.6.3. Schedule date, time, and place for boards. Arrange for selection of board members for Amn, NCO and SRNCO categories. Ensure all logistical arrangements are made to conduct selection boards in a timely and professional manner.
- 11.6.4. Ensure each board's composition consists of one president who will vote only in case of a tie and four board members with representatives from each group when possible.
- 11.6.5. Ensure enlisted board presidents/members receive the nomination packages, standardized score sheet and standardized written board procedures.

- 11.6.6. Ensure enlisted board presidents/members are briefed about board procedures, time and location.
- 11.6.7. Obtain and forward all award nominees and winners for the wing commander's review.
- 11.6.8. Collect all contributions from on-base and off-base sponsors.
- 11.6.9. Setup the awards table at Club Fairchild the day of the luncheon.
- 11.6.10. Forward all award winners to 92 ARW/PA with full name, rank, and unit no later than the first Tuesday after the luncheon/banquet.
- 11.6.11. Process AF Form 833, *Visual Information Support Request*, for official photos of each annual award winner. Maintain a photography display of Fairchild AFB annual award winners in the lobby of Club Fairchild, Main Exchange and the 92 ARW Headquarters Building.

11.7. Group and Squadron Commanders, including associate units, are responsible for:

- 11.7.1. Ensuring one deserving person in each category is submitted from their respective group or squadron, as appropriate. Group/associate unit winners will then compete at wing level.
- 11.7.2. Establishing a point of contact in each group for the handling and delivery of nomination packages (AF Form 1206) to 92ARW/CCEA by the set suspense date and time.
- 11.7.3. Review nomination packages for quality and proper format according to the guidance provided in this instruction.

NOTE: The program manager will return (for correction) any AF Form 1206 not in proper format.

12. Maintenance and Disposition of Records. 92 ARW/CCEA is designated as the office of record for correspondence generated by this instruction. Maintenance and disposition of records will be made in accordance with AFMAN 37-139, *Disposition of Records*.

RANDAL D. FULLHART, Colonel, USAF
Commander

Attachment 1

CALENDAR OF EVENTS

AWARD PERIOD	NOMINATION SUSPENSE/TIME	BOARD DATE	BANQUET DATE/TIME
1st Quarter	1st Wed in Apr/1200	1st Fri in Apr	3 rd Wednesday in Apr/1200
2nd Quarter	1st Wed in Jul/1200	1st Fri in Jul	3 rd Wednesday in Jul/1200
3rd Quarter	1st Wed in Oct/1200	1st Fri in Oct	3 rd Wednesday in Oct/1200
4th Quarter	4th Wed in Dec/1200	4th Fri in Dec	1st Friday in Jan/1200
*Annual Banquet			3rd Friday in Jan/1800

* NOTE: All dates are tentative and are subject to change due to mission requirements.

** NOTE: All dates for annual awards are subject to change as determined by 15 AF suspense dates.

Attachment 2

EXAMPLE AF FORM 1206, NOMINATION FOR AWARD, ENLISTED

NOMINATION FOR AWARD		
AWARD AIRMEN OF THE QUARTER/YEAR	CATEGORY (If Applicable) AMN/NCO/SNCO	AWARD PERIOD 1 Jan - 31 Dec 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA/John L. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FDA, OR DRU AMC
DAFSC/DUTY TITLE 3A051/Information Management Journeyman	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 657-2452 Comm (509) 247-2452	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 92 ARW/CCEA/1 East Bong Street, Suite 209/Fairchild AFB/WA/99011-9588		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/John L. Smith DSN 657-1212 Comm (509) 247-1212 (Group Commander's Signature Here)		
<p>SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received, e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.</p> <p>SIGNIFICANT SELF-IMPROVEMENT Show how the member developed or improved skills related to primary duties, e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p>i.e. Education/CCAF PME completion Skill-level Upgrade Quality Classes Achievements Degrees Awarded</p> <p>BASE OR COMMUNITY INVOLVEMENT Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.</p> <p>i.e. Volunteer Work Special Olympics AF Suggestion Program Blood Drives Fund Raisers Youth Center Habitat for Humanity Intramural Sports Junior ROTC Highway clean-up Enlisted Club Member Honor Guard member Adopt-A-Family Sporting event participant Guest Speaker Read aloud program at local school</p> <p>TOTAL POINTS 10</p> <p>NOTE Limit the narrative to one, single-spaced typewritten AF Form 1206, front side only for Quarterly Awards and both sides for Annual Awards</p> <p>NOTE The entire package, opposed to the individual categories will be graded on a 6 - 10 point scale, using 0.5 increments.</p>		

Attachment 3

EXAMPLE AF FORM 1206, NOMINATION FOR AWARD, CIVILIAN

NOMINATION FOR AWARD		
AWARD CIVILIAN OF THE QUARTER/YEAR	CATEGORY (If Applicable) See Para 2 6, 2 7 & 2 8	AWARD PERIOD 1 Jan - 31 Dec 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-8/John L. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FGA, OR DRU AMC
DAFSC/DUTY TITLE Executive Administrative Assistant	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 657-1234 Commercial (509) 247-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 92 ARW/CCEA/1 E Bong Street, Suite 209/Fairchild AFB/WA/99011-9588		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel/John L. Smith DSN 657-1212 Commercial (509) 247-1212 (Group Commander's Signature Here)		
SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format) JOB DESCRIPTION (LIMIT TO 7 LINES) Briefly describe the nominee's primary job responsibilities and duties SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS Provide factual and substantiated examples of the nominee's significant performance and achievements, above general job requirements, that warrant this recognition. Describe how well he or she improved operations; highlight any support they provided for any special project, explain any other outstanding services the employee provided that benefited the mission, etc. 12 - 20 POINTS SELF-IMPROVEMENT EFFORTS Describe the nominee's self-improvement efforts, if applicable. This segment may include training and educational activities, additional duties, community and or civic activities, and family enhancement. 5 POINTS TOTAL POINTS: 25 NOTE Limit the bullet narrative to one single-spaced, typewritten AF Form 1206, front side only for Quarterly Awards and both sides for Annual Awards		

Attachment 4

EXAMPLE AF FORM 1206, NOMINATION FOR AWARD, COMPANY GRADE OFFICER (CGO)

NOMINATION FOR AWARD		
AWARD COMPANY GRADE OFFICER OF THE QUARTER/YEAR	CATEGORY (If Applicable) Rank	AWARD PERIOD 1 Jan - 31 Dec 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt/John L. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FGA, OR DRU AMC
DAFSC/DUTY TITLE W11F3K/Chief Weapons and Tactics	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 657-2121 Commercial (509) 247-2121	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 92 ARW/CCEA/1 East Bong Street, Suite 209/Fairchild AFB/WA/99011-9588		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel/John L. Smith DSN 657-1234 Commercial (509) 247-1234 (Group Commander's Signature Here)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. This could include job knowledge and leadership qualities applied to a specific Air Force problem, combat situation, or development of new techniques, procedures, or processes which result in increased mission effectiveness.</p> <p>20 POINTS</p> <p>SIGNIFICANT SELF-IMPROVEMENT Show how the member developed or improved skills related to off-duty schooling, membership in professional or cultural societies or associations, development of creative abilities Show how members have demonstrated their ability as an articulate and positive spokesperson for the Air Force</p> <p>5 POINTS</p> <p>BASE OR COMMUNITY INVOLVEMENT (Social, Cultural, and/or Religious Activities) Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Participation in social, cultural, or religious activities in the military or civilian community which, tangibly or intangibly, contributes to community or group welfare, morale, or status Include Air Force or civilian awards, prizes, titles, certificates or appreciation, etc., obtained as recognition for personal services rendered or contributions made to military or civilian community life.</p> <p>5 POINTS</p> <p>TOTAL POINTS: 30</p> <p>NOTE: Limit the bullet narrative to a one, single-spaced typewritten AF Form 1206, front side only for Quarterly Awards and both sides for Annual Awards.</p>		

Attachment 5**AMN/NCO/SNCO
AWARDS BOARD SCORE SHEET**

(Use this same score sheet for Annual Award submissions)

INSTRUCTIONS: The entire package, as opposed to the individual categories will be scored on a 6 to 10 point scale, using 0.5 increments.

NOMINEE'S NAME: _____

Look at the member's ability to lead and all aspects of his or her job performance. Include the member's development of new techniques and focus on how each bullet (on the AF Form 1206) contributes significantly to increased mission effectiveness during the quarter.

The member must show this improvement through on- and off-duty education, achievements in professional or cultural societies or associations, and (or) development of creative abilities during the quarter. Consider the member's grade and status. (Was the member completing CDCs or PME during this period? Was he or she TDY for a contingency operation?)

The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade. The member must have shown tangible demonstrated ability as an articulate and positive member of the Air Force during the quarter/year. Look for facts, not just quality statements.

1206 PACKAGE SCORE**(6 – 10 Points)** _____

Name of Board Member: _____ Date: _____

Signature of Board Member: _____

- Use the following criteria to aid you in your scoring:

- | | |
|-----------------------|-----|
| - Absolutely Superior | 10 |
| - Outstanding record | 9.5 |
| - Few could be better | 9 |
| - Strong record | 8.5 |

- Slightly above average 8
- Average 7.5
- Slightly below average 7
- Well below average 6.5
- Lowest in potential 6

- Look for direct contribution and impact

- Identify credible and factual data: exact number of credit hours earned; dollars saved
- Program changes or initiatives implemented and results

Attachment 6

**CGO
AWARDS BOARD SCORE SHEET***(Use this same score sheet for Annual Award submissions)*

INSTRUCTIONS: Records will be scored using the point scale below, using 0.5 increments.

<u>CATEGORY</u>		<u>SCORE</u>
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY	(0-20 points)	_____
SIGNIFICANT SELF-IMPROVEMENT	(0-5 points)	_____
BASE OR COMMUNITY INVOLVEMENT	(0-5 points)	_____
	TOTAL	_____

Name of Board Member: _____ Date: _____

Signature of Board Member: _____

The Leadership and Job Performance in Primary Duty category will be scored on a 0 to 20 point scale, using 0.5 increments and the following criteria:

- Absolutely Superior	20
- Outstanding record	19
- Few could be better	18
- Strong record	17
- Slightly above average	16
- Average	15
- Slightly below average	14
- Well below average	13
- Lowest in potential	12

The Significant Self-Improvement and Base or Community Involvement categories will be scored on a 0 to 5 point scale (in-line with 15 AF scoring system), using 0.5 increments and the following criteria:

- | | |
|--------------------------|-----|
| - Absolutely Superior | 5.0 |
| - Slightly above average | 4.0 |
| - Average | 3.0 |
| - Slightly below average | 2.0 |
| - Well below average | 1.0 |
| - Lowest in potential | 0.5 |

Each evaluated area is rated based on what is written in the specific area

- *Misplaced information may be scored under the appropriate heading and the discrepancy noted for correction*
- Look for direct contribution and impact
- Identify credible and factual data: exact number of credit hours earned; dollars saved
- Program changes or initiatives implemented and results

Attachment 7**CIVILIAN
AWARDS BOARD SCORE SHEET***(Use this same score sheet for Annual Award submissions)*

INSTRUCTIONS: Records will be scored using the point scale below, using 0.5 increments.

<u>CATEGORY</u>		<u>SCORE</u>
SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS	(12-20 points)	_____
SELF-IMPROVEMENT EFFORTS	(2-5 points)	_____
	TOTAL	_____

Name of Board Member: _____ Date: _____

Signature of Board Member: _____

The Significant Performance and Achievements category will be scored on a 12 to 20 point scale (in line with 15 AF scoring system), using 0.5 increments and the following criteria:

- Absolutely Superior	20
- Outstanding record	19
- Few could be better	18
- Strong record	17
- Slightly above average	16
- Average	15
- Slightly below average	14
- Well below average	13
- Lowest in potential	12

The Self-Improvement Efforts category will be scored on a 2 to 5 point scale (in-line with 15 AF scoring system), using 0.5 increments and the following criteria:

- Absolutely Superior	5.0
- Slightly above average	4.0
- Average	3.5
- Slightly below average	3.0
- Well below average	2.5
- Lowest in potential	2.0

Each evaluated area is rated based on what is written in the specific area

- *Misplaced information may be scored under the appropriate heading and the discrepancy noted for correction*
- Look for direct contribution and impact
- Identify credible and factual data: exact number of credit hours earned; dollars saved Program changes or initiatives implemented and results

Attachment 8**(EXAMPLE – STANDARD BIOGRAPHY FORMAT)**

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 29 June 1966. He attended Central High School and excelled across the entire spectrum of school activities. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB he has served in a variety of positions, including storeroom clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

NOTE: Single-space the narrative portion of the biography. Double-space between name, SSN, and AFSC.

Attachment 9**EXAMPLE GENERAL INFORMATION SHEET FOR 12 OUTSTANDING AIRMEN OF THE YEAR PROGRAM**

NAME OF AWARD: 12 OUTSTANDING AIRMEN OF THE YEAR, 20__

FROM: AIR MOBILITY COMMAND

INCLUSIVE DATE OF
ACHIEVEMENT: 1 JANUARY 20__ - 31 DECEMBER 20__

NOMINEE: JOHN Q. DOE

GRADE: AIRMAN FIRST CLASS

CATEGORY OF
COMPETITION: (AIRMAN, NCO, or SENIOR NCO)

SSAN: 123-45-6789

PRESENT ORGANIZATION
AND STATION: 123d SUPPORT GROUP
457 F STREET STE 789
JONES AFB, KENTUCKY 12345-6789

PROJECT ASSIGNMENT
AND REPORT DATE
(IF APPLICABLE): NONE

PERMANENT HOME ADDRESS: 3502 S. LIMESTONE STREET
LEXINGTON, KENTUCKY 40506-5000

NOMINATED FOR: 12 Outstanding Airmen of the Year for excellent performance, outstanding professional skill, knowledge, and leadership as an administrative specialist in support of the administrative services provided the Deputy Chief of Staff Personnel, Data Communications Planning Staff, 123d Support Group. Member has not had an open unfavorable information file during the award period.

NOTE: Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

Attachment 10

EXAMPLE GENERAL INFORMATION SHEET FOR USAF FIRST SERGEANT OF THE YEAR AWARD

NAME OF AWARD: FIRST SERGEANT OF THE YEAR AWARD, 20__

FROM: AIR MOBILITY COMMAND

INCLUSIVE DATE OF
ACHIEVEMENT: 1 JANUARY 20__ - 31 DECEMBER 20__

NOMINEE: JACKIE K. SMITH

GRADE: MASTER SERGEANT

SSAN: 123-45-6789

PRESENT ORGANIZATION
AND STATION: 92D COMMUNICATIONS SQUADRON
110 W. ARNOLD ST.
FAIRCHILD AFB WA 99011-9461

PROJECT ASSIGNMENT
AND REPORT DATE
(IF APPLICABLE): NONE

PERMANENT HOME ADDRESS: 1050 YORK CREEK ROAD
HUNTER, TEXAS 78230

NOMINATED FOR: USAF First Sergeant of the Year Award for outstanding leadership as First Sergeant of the 92d Communications Squadron. Member has not had an open unfavorable information file during the award period.

NOTE: Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

Attachment 11

EXAMPLE STATEMENT OF INTENT (AMN/NCO/SNCO CATEGORIES)

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 92d Security Forces Squadron (A1C John Q. Doe)

2 East Arnold Street, Suite 123

Fairchild AFB, Washington 99011-9465

SUBJECT: Statement Page

1. I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program at any time during my tenure as a 12 OAY.

2. If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander and MAJCOM/CCC to publicize and promote the Air Force way of life and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention.

3. I attest that the facts that I have provided for this nomination are true and correct to the best of my knowledge.

JOHN Q. DOE, A1C, USAF

FR123-45-6789

NOTE: The nominee should carefully read the proposed nomination package before signing this statement. All data must be factual. If any of the information is later found to be inaccurate, the nominee will be disqualified.

Attachment 12**GUIDANCE FOR PREPARING WINNING AWARD PACKAGES**

- Fill all available lines on the AF Form 1206; don't leave blank spaces
 - For annual award packages ensure that all lines are used on both pages of the AF Form 1206--packages not completely filled are rarely competitive
 - Exception: Annual award packages may contain a blank line between categories
- Ensure each achievement occurred during the inclusive period--if possible put date it occurred
- Don't waste a lot of space/lines for one achievement--get to the point and show the impact normally the more achievements a person accomplishes the more points they're allocated
- Ensure that each bullet/achievement contains the actual act performed and its impact
 - Impact counts for half the total points
- Be specific
 - Document exact number of credit hours earned, dollars saved, etc.
 - Avoid words such as countless, many, several, pursuing, enrolled--don't leave the reader guessing what you mean
 - Describe contributions as a member of an organization--avoid comments like "A member of AFSA, NCOA, Top Three, etc."--examples without active participation mean little
- Be careful not to overuse words such as submitted/nominated for--little value is added if the person was just nominated but did not win
- Check the instruction
 - Use the correct categories and put them in the correct order
 - Put the correct information under the correct categories--information in the wrong category may not be counted
 - Don't repeat information
 - Make sure you explain any acronyms or terms used--if possible put the terms in plain English so anyone can understand what it means and what the impact is
- Avoid overuse of hollow statements
 - "His troops always win award boards"
 - "Her people get promoted ahead of their peers"
 - "Graduated in the top 10% of their NCO Academy Class"--they were either a Distinguished Graduate or not
- Avoid the unbelievable statements
 - Was TDY 215 days in one category and in another earned 48 hours of college credit

- "Earned 64 hours of college credit"--only include what the member did during the inclusive period
- Duty Titles--ensure the duty title matches the person's personnel data sheet
- "Aggressively pursuing a BA Degree"-- members personnel data sheet reflected they'd been in 10 years and only earned 32 credits
- Avoid technology overload, don't repeat individual's name or gender, and don't repeat award after award (i.e. "Flight NCO of the 1st Quarter", "Squadron NCO of the 1st Quarter", "Group NCO of the 1st Quarter")

Attachment 13**BOARD GUIDANCE****BOARD PRESIDENT**

- Be familiar with FAFBI 36-2805 and ensure strict adherence to this instruction.
- Oversee board operations; also serve as a scoring board member for tiebreakers only.
- Upon board completion, immediately return completed score sheets to 92 ARW/CCC or designee for enlisted board and 92 ARW/DS or designee for CGO/civilian boards.

BOARD MEMBER

- Review the score sheet.
- Note the fact that all accomplishments must have been accomplished during the period of the award (i.e., the quarter nominated for or calendar year only.)
- Ensure each bullet is in the proper category.
- Objectively review each package in detail.
- Judge how important each bullet is, based on your own intellect, experience, and common sense. Don't bring in your own knowledge of the person. Judge solely on the facts contained on the AF Form 1206.
- Grade each nomination package individually, awarding points based on **Attachment 5** for enlisted and **Attachment 6** and **Attachment 7** for CGO and civilians. Assign the proper points and rank accordingly. Annotate scores on the cumulative score sheet (**Attachment 8**).
- It is important to take notes during the scoring process so you are prepared to openly discuss scoring considerations if board president deems necessary. Complete all areas on each score sheet, and return completed score sheets to board president. Also, although you might not know for certain who the overall category winner is, you may develop a good idea based on the content of the packages. However, it is your duty to maintain secrecy. Don't tell anyone until AFTER the awards banquet/luncheon.
- An important benefit of serving as a board member is the knowledge you'll gain of the process and the ability to improve your group's competitiveness at future boards. Pass this insight on to your group and squadron. Let everyone know how to improve packages in the future.